

Assessment Systems Coordinator 1

The Comptroller of the Treasury is currently hiring for a Full-Time, Executive Service Assessment Systems Coordinator 1 position, \$3,023 - \$4,835 per month. This position is located in Nashville with the Division of Property Assessments (DPA) and is responsible for providing technical and system support to division personnel and county assessors' offices in the operation of division appraisal computer systems for both real and tangible personal property assessments, and coordinating all systems efforts within the assigned area of responsibility.

MINIMUM QUALIFICATIONS:

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and two (2) years of professional appraisal, assessment systems or related work. Other combinations of education and experience, if evaluated as equivalent, may qualify an applicant for consideration.

MAJOR RESPONSIBILITIES:

1. Assists division personnel in operation of computer assisted appraisal systems and related systems for both real and tangible personal property
2. Provides orientation and training in the use of appraisal and related systems
3. Coordinates scheduling of data processing efforts
4. Coordinates processing of reports, data files and extracts
5. Coordinates processing of assessment change notices and tax billing documents
6. Disseminates information regarding system changes and problems
7. Provides a link between the division and county personnel for the flow of information
8. Analyze data input/output

KNOWLEDGE, SKILLS, AND ABILITIES:

The candidate should possess an ability to deal tactfully with the public and coworkers, exercise good judgment in evaluating situations and making decisions, express ideas clearly and concisely, and communicate clearly and effectively both verbally and written with coworkers and management. The candidate must be able to work well within a team environment.

The candidate should also possess a thorough understanding of the appraisal, assessment, and ownership of real and personal property, the ability to consistently and accurately verify data, knowledge of data processing, and knowledge of computer assisted appraisal systems.

Please submit resume with unofficial college transcript(s) and contact information for three (3) references to HR.Comptroller@cot.tn.gov through end of business on January 6, 2014.